



FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No.
Date prepared 2023-05-30	

GENERAL DESCRIPTION

Title

Service Canada Edmonton Return Envelopes #9

Form No. EMP-2139	Dated	Stock Number	U I	Quantity
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<input type="checkbox"/> Flat	<input type="checkbox"/> Set	<input type="checkbox"/> Continuous	<input type="checkbox"/> Tab card	<input type="checkbox"/> Tag	<input type="checkbox"/> Label	<input type="checkbox"/> Sales book	Other Envelope
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MATERIAL - (Paper, card stock, carbon etc.)

Dimensions	Trim size	Wide X 8 7/8 x 3 7/8	High	Stub size	Tear out	Wide X	High
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PAPER (State grade, type, colour, basis weight and reference to applicable CGSB standard.)

24lb Natural Kraft  
Prints : Face, Back and Flap  
Inside sides seams  
Full glue Commercial Flap

Address:  
Service Canada  
P.O. Box 2710  
Main P.O.  
Edmonton, AB T5J 2G4

Case postale 2710  
Stn Main  
Edmonton (Alberta) T5J 2G4

See Page 2 for Front & Back Print Sample

Carbons	Recessed	Protruding	
<input type="checkbox"/> Black <input type="checkbox"/> Blue Other	Inches	Inches	
Narrow	Uncarbonized	Write test requested?	No. of sets
<input type="checkbox"/> Right <input type="checkbox"/> Left Inches	<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Top <input type="checkbox"/> Bottom	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PRINTING - (As specified in the attached copy)

<input type="checkbox"/> One side	<input checked="" type="checkbox"/> Head to head	<input type="checkbox"/> Tumble	<input type="checkbox"/> Head to side	Ink colour Black	Proofs requested (No. & type) PDF
Serial numbers From	To	Ink colour Black	<input type="checkbox"/> Crash <input type="checkbox"/> Individual parts		

Size of margins	Front:	Top	Left	Back:	Top	Left
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CONSTRUCTION

Perforate

Collate/Gather

Punching	Top	Bottom	Right	Left	No. of holes	Diameter	C-C	<input type="checkbox"/> Round	Other				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Binding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wire	Sew	Side	Score	Saddle	Fold	Crimpplock	Pad in	Band in
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Stub

<input type="checkbox"/> Rigid	<input type="checkbox"/> Flexible	<input type="checkbox"/> Controlled glue line	<input type="checkbox"/> Fugitive glue	Position
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PACKAGING - EMBALLAGE

<input type="checkbox"/> Wrap	<input checked="" type="checkbox"/> Box	<input type="checkbox"/> Bag	Pads	Sets	Sheets	Packages 500
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FORM WILL BE COMPLETED BY

<input type="checkbox"/> Hand	<input type="checkbox"/> Typewriter	<input type="checkbox"/>
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ENTER ADDITIONAL INFORMATION ON PAGE 2

Prepared by

Approved by

ADDITIONAL INFORMATION


8 7/8"

3 7/8"

FROM - DE \_\_\_\_\_

\_\_\_\_\_

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 Service  
Canada

P.O. Box 2710 Case postale 2710  
Main P.O. Stn Main  
Edmonton, Alberta T5J 2G4 Edmonton (Alberta) T5J 2G4

AFFIX  
PROPER  
POSTAGE  
AFFRANCHIR  
SUFFISAMMENT

Envelope size #9 3 7/8" x 8 7/8"

OS ☒ OE ☐ DSS ☒ OSS ☐ CS ☐ XB ☐ HE ☐

Paper 24# Natural Kraft

Window size N/A

Window position N/A

Colour(s) ☒ ☐ ☐ ☐ ☐

PMS# Black

Canada

CANADA PENSION PLAN - RÉGIME DE PENSIONS DU CANADA  
OLD AGE SECURITY - SÉCURITÉ DE LA VIEILLESSE

ENGLISH 1-800-277-9914 FRANÇAIS 1-800-277-9915

HAVE YOU INCLUDED  
ALL REQUIRED CERTIFICATES  
AND DOCUMENTS?

AVEZ-VOUS INCLU  
S'IL Y A LIEU, TOUS LES  
CERTIFICATS ET DOCUMENTS  
DEMANDÉS?



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